



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
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JAMES V. PERDUE  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Administrator VI  
(Risk Manager) **NUMBER:** 16-34

**JOB CODE:** A3500 **DATE:** 9/30/2016

**SALARY RANGE:** 83 (\$64,077.60 - \$97,766.40) **PCQ#:** 8813078

**JOB LOCATION:** Department of Mental Health  
RSA Union Building  
100 North Union Street  
Montgomery, Alabama 36130-1410

**MINIMUM QUALIFICATIONS:** Master's degree in Public Administration, Public Health Administration, Business Administration, Psychology, Nursing, Social Work, or a human service field. Extensive experience (72 months or more) in the mental health field, including considerable progressively responsible experience (48 months or more) in the area of mental health administration and/or services. *Preference will be given to individuals with 36 months or more experience in Risk Management or Performance Improvement (PI) in a behavioral health or hospital setting.*

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**KIND OF WORK:** This is professional administrative work serving as the as Risk Manager for the Alabama Department of Mental Health's Division of Mental Health and Substance Abuse Services (MHSAS). Duties include development and enforcement of risk management programs, incident management plans, and working to enact policies and procedures to preserve the agency's quality of services, reputation, and assets. Additional duties involve educating and training staff regarding potential risk factors to mitigate risk; conduct investigations of complaints within the Division; review investigations of critical incidents completed by contract providers; and complaints from providers involving MHSAS staff. This position may respond to phone calls regarding consumer complaints and/or accusations of abuse or neglect and work collaboratively with the agency's Advocacy, Legal and BSI sections as needed. This position will be assigned tasks such as hearing pre-disciplinary conferences and other assignments as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of Medicare, Medicaid and The Joint Commission standards and Community Mental Health agencies/programs. Ability to plan, organize, and prioritize work activities. Good management with ability to direct, and review the work of others. Ability to be objective in all situations. Ability to interact with other professionals and community agencies in a courteous and professional manner. Good verbal and written communication skills.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.**

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE:** October 28, 2016